

Message Text

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ORIGIN SS-20

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RSC-01 OPR-02 A-01 OC-06 PRS-01 NSC-10 /070 R

DRAFTED BY S/S-S:RBLACKWILL:SLS

APPROVED BY S/S:TRPICKERING

S/S-M - MR. D. MILLER

S/S-EX - MR. R. MILLER

S - MR. BREMER

OIC - MR. JACKSON

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O 061805Z DEC 73

FM SECSTATE WASHDC

TO USMISSION GENEVA IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: S/S SUPPORT FOR SECRETARY'S VISIT

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO ROBERT BLACKWILL AND SECRETARY MOIRA HALEY WILL ADVANCE SECRETARY'S VISIT TO GENEVA. BLACKWILL AND HALEY WILL ARRIVE GENEVA DECEMBER 16 TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. WE PRESENTLY PLAN TO HAVE A SECOND S/S TEAM (GEORGE WARD AND SHELLY SWITZLER) ON SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD ALSO BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS THEREAFTER. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

2. S/S WOULD APPRECIATE BY CABLE GUEST LISTS FOR ALL
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SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON S/S ARRIVAL,

PLEASE HAVE AVAILABLE AS FAR AS POSSIBLE THE SEATING
ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

A. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH
APPROPRIATE DRAFT THANK-YOU NOTES TO HOST OFFICIALS FOR
SECRETARY'S SIGNATURE.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR
S/S USE ON A 24-HOUR BASIS.

B. YOU HAVE RECEIVED SEPARATE CABLE ON LOCATION OF S/S
OFFICES.

C. S/S OFFICES:

- (1) THREE DESKS FOR OFFICERS AND TWO TYPING TABLES
FOR SECRETARIES
- (2) TYPING TABLE FOR EMBASSY SECRETARY
- (3) NORMAL OFFICE SUPPLIES AND FORMS
- (4) TWO CONFERENCE TYPE TABLES AND ONE BAR-LOCK
CABINET.
- (5) ONE XEROX MACHINE - ARRANGEMENTS SHOULD BE MADE
FOR 24-HOUR REPAIR SERVICE AND/OR BACKUP MACHINE.
- (6) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT,
ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.
- (7) 2 (TWO) ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE
ESSENTIAL, PREFERABLY IBM SELECTRIC
- (8) TELEPHONE ON EACH DESK.

D. S/S REQUIRES 24-HOUR OPEN STORAGE FOR CLASSIFIED
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MATERIAL: ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR
MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S
WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TEAMS
OF TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN
MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THEY HAVE
THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24-HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATORS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S PARTY" OR "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND TO SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN LIMITED OFFICIAL USE

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PARAGRAPHS AND REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES: (L) TOSEC/SECTO - NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING; (2) TOSEC/SECTO - LIMDIS, ALL OTHER TOSEC/ SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES O S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES. INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL

SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING).

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400.

C. COPIES OF AVAILABLE ENGLISH LANGUAGE NEWSPAPERS SHOULD BE MADE AVAILABLE TO EACH MEMBER OF PARTY AT THEIR HOTEL ROOMS. FIVE EXTRA COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD ALSO BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY

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Message Attributes

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To: GENEVA
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